# EPA OEI eDiscovery Production Request Form

The following fields in red text are mandatory.

**Requester Name**                                                      **Requester Phone #**

**Today's Date**                                                           **Production Due Date**

Please note that we require a 48-72 business hour turnaround time.  We will attempt to complete your request as soon as possible, but please plan for this timeline.  We cannot guarantee any turnaround times shorter than 48 business hours.  By submitting this form you are confirming that all responsiveness, disposition, and redaction conflicts have been reviewed and approved.

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**Workspace/ED#**                                                          **Production Type (FOIA, litigation, etc.)**

**Do you have a saved search
to define the documents to be
produced?  If yes, provide
name of saved search.**                                               Anticipated Number of Docs
                                                                                            to Produce

If yes, name of saved search.

*If you are not utilizing a saved search to define your document universe, please specify all coding below that you would like to use to determine the document set.

Responsiveness          Responsive, Release in Full                          Other Agency Interest

Responsive, Release with Redactions

Responsive, Withhold in Entirety

Other

Do you want to include families?

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## Bates Stamping/Redactions

By default we will bates stamp each document with the <u>Doc ID + Page #</u> on the bottom right hand corner of each page.

**Do you want Redactions
permanently burned onto the
documents?**

If yes, which mark-up set
should be used?

**Do  you want to apply a bates
schema continuing from a
previous production?**

If yes, please let us know if it is
from the last production or a
different beginning production
number.

**Do you want to apply the
default bates stamp as
referenced above?**

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## Custom Headers/Footers

Please only complete this section if you are **NOT** applying the default bates stamp.

| **Left Header** | **Center Header** | **Right Header** |
|---|---|---|
| Free Text | Free Text | Free Text |
| **Left Footer** | **Center Footer** | **Right Footer** |
| Free Text | Free Text | Free Text |

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By default, we output productions in PDF format – please specify if you want something different.
Please note that we may not be able to accommodate all file type requests.

**Please list any additional EPA employees who need
access to the shared production repository location:**                   Additional Comments

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Here are some <u>examples</u> of production conflicts.

| Doc ID Beg | Responsiveness | Disposition | Markup Set - Primary - FOIA |
|---|---|---|---|
| ED_009999_00000001 | Responsive | Release in Full | Has Redactions |
| ED_009999_00000002 | Responsive | Release with Redactions | (Redactions are Not Present) |

**All responsiveness, disposition,
and redaction conflicts have been
reviewed and approved.**